

Billings County has a full-time position opening for a Deputy Tax & Zoning Director.

Summary of Duties: Assist in maintaining parcel records, assessing property, and processing zoning applications. Compile monthly reports, update county website, and prepare correspondence. Qualifications: Must have sound knowledge of Microsoft Office, be detail oriented, meet deadlines, and maintain confidentiality. Experience with database programs, GIS, and mapping software is a plus. Applicant must be motivated to learn new concepts in a timely, professional manner and the ability to handle multiple duties and priorities under limited supervision. Applicant must possess a high degree of written and/or verbal communication skills in dealing with other employees, clients, and the general public. Billings County offers a competitive salary commensurate with experience, accompanied by an excellent benefits package. Starting wage ranges from \$18.00-\$22.00/hour, depending on qualifications. Qualified applicants should send resume to: Billings County Courthouse, Attn: Stacey Swanson, PO Box 247, Medora, ND 58645-0247. Application deadline is Monday, September 24, 2012 or until filled. Billings County is an EOE and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in its hiring practice.